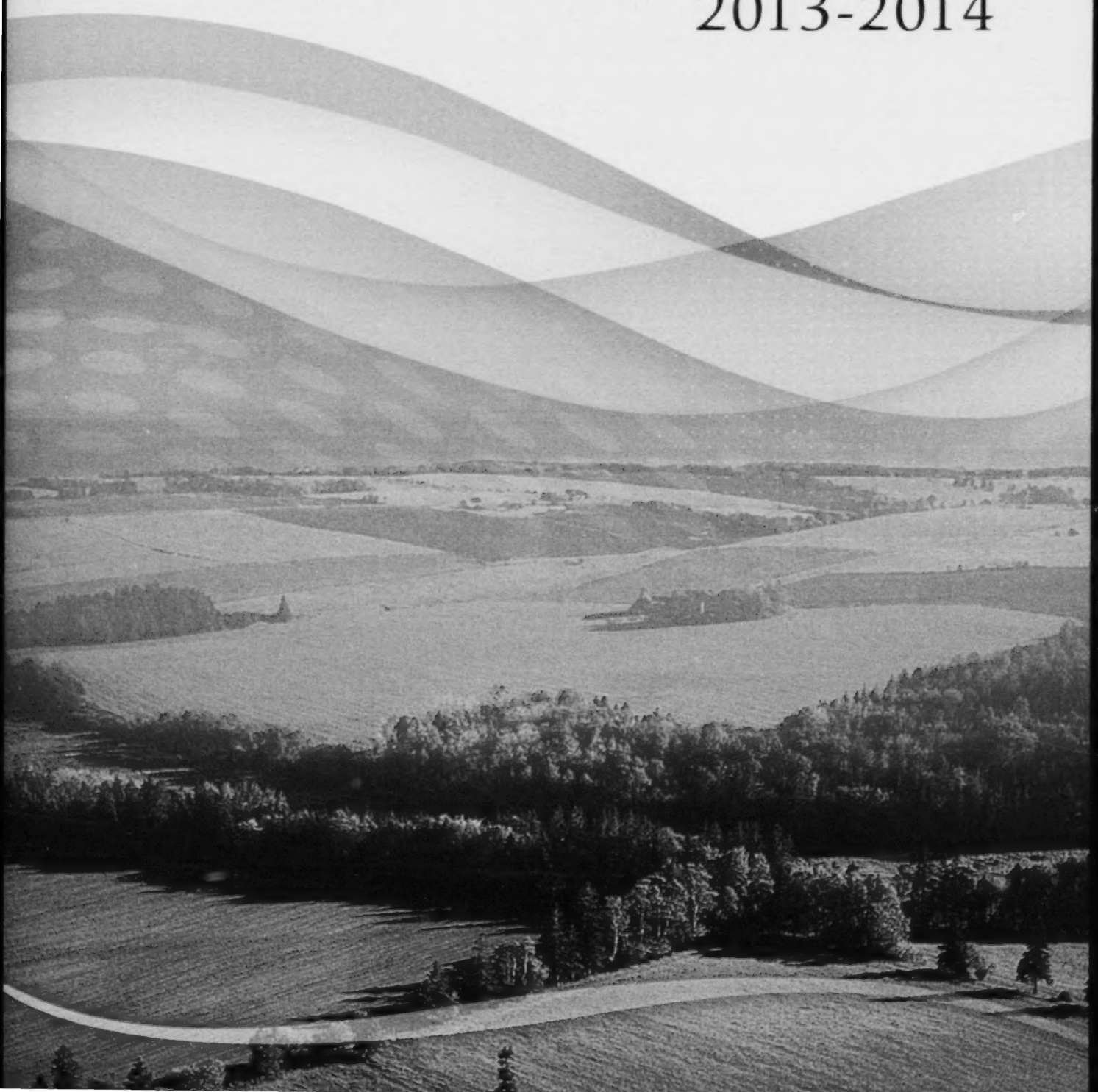
Prince Edward Island
CANADA

INNOVATION AND ADVANCED LEARNING

ANNUAL REPORT
2013-2014



Department of Innovation and Advanced Learning
Annual Report 2013-2014

TABLE OF CONTENTS

	Page
Minister's Message	1
Deputy Minister's Message	2
Mission and Vision	3
Overview	4
Post Secondary and Continuing Education	5
SkillsPEI	8
Departmental Staff Complement	17
Finance & Administration	18
Economic Trade, Policy and Strategy	19
Economic and Labour Research, and Trade Negotiations	20

APPENDIXES

APPENDIX A	DEPARTMENTAL ORGANIZATION CHART	22
APPENDIX B	LEGISLATIVE RESPONSIBILITIES	23
APPENDIX C	FINANCIAL INFORMATION	24

Minister's Message

The Honourable Frank Lewis
Lieutenant Governor of Prince Edward Island
Government House
PO Box 846
Charlottetown, PE C1A 7L9

May It Please Your Honour:

I am very pleased to submit for your review the annual report for the Department of Innovation and Advanced Learning for the fiscal year 2013-2014.

This report provides the department's financial statements and a review of activities over the year.

Respectfully Submitted,

Allen A. Roach.

Allen Roach, *Minister*
Innovation and Advanced Learning

Deputy Minister's Message

To the Honourable Minister Allen Roach
Minister of Innovation and Advanced Learning

Honourable Minister:

It is my pleasure to present the Annual Report of the Department of Innovation and Advanced Learning for the fiscal year April 1, 2013 to March 31, 2014.

I would like to thank staff who worked diligently this year to assist government to meet its objective to create a strong, vibrant economy. I look forward to continuing this important work.

Respectfully submitted,

Yours sincerely,

Neil Stewart
Deputy Minister

Department of Innovation and Advanced Learning

Our Mission

The focus of the Department of Innovation and Advanced Learning is to diversify the economy and create a more innovation-driven economy that offers Islanders skilled, well-paid, year-round employment opportunities. It is a department priority to increase and improve the post-secondary training and education opportunities available all across Prince Edward Island to ensure Islanders have access to the training and education opportunities required to participate in the province's labour force.

Our Vision

The Department of Innovation and Advanced Learning is working to diversify the economy and generate growth in priority sectors through innovation and competitiveness to create new economic opportunities for all Islanders.

OVERVIEW

In April of 2013, Neil Stewart was appointed Deputy Minister of Innovation and Advanced Learning.

Federal and Provincial governments invested in a new program to help tradespeople earn business credentials, May of 2013. This pan-Atlantic initiative will provide tradespeople with the opportunity to supplement their trade certification with business credentials to help them start and expand their businesses or move into managerial roles within an existing company.

Skills PEI continued to support Islanders throughout 2013-14. This support included renewed funding of the Trade HERizons project, support of the Expo-Festival Centre in Abram-Village, and the eForcePEI partnership which will provide Island businesses with free online learning. Through Skills PEI, DIAL also supported the expansion of various local companies, including Invesco which hired 250 Islanders in the spring of 2013.

In July of 2013, Minister Roach announced that the Graduate Mentorship Program would be expanding to accept a wider scope of recent graduates. The program is designed to encourage employers to hire post-secondary graduates and provide a valuable work experience and mentorship opportunity in their field of study.

The provincial government reopened and expanded the low-interest loan program for fishers in the summer of 2013.

BizPal services expanded into the City of Summerside, as well as the towns of Cornwall, Montague, and Souris. Through this online system, the start-up process for entrepreneurs will be simplified and individuals can be sure they are getting accurate information in a timely manner.

A new division in the department was established, Economic and Labour Research, and Trade Negotiations. The new division is responsible for negotiating and providing leadership, strategic direction and policy advice on Internal trade and International trade initiatives including representing the interests of the businesses and citizens of Prince Edward Island. The division is also responsible for the coordination of corporate research, labour market information, and providing leadership and policy direction on various strategic and economic initiatives.

Post Secondary and Continuing Education

The Post Secondary and Continuing Education Division is responsible for programs and services relating to post secondary education, training, literacy, and adult learning in Prince Edward Island. Within the division, there are five areas of responsibility: Apprenticeship Training; Literacy; Post secondary Education; Private Training Schools; and Student Financial Services.

Major Achievements

- PEI again led North America in the percentage of people who do not have grade 12 who wrote the five GED tests to earn the PEI Grade 12 Equivalency Certificate.
- 252 new apprentices registered in a variety of trades.
- The Interest-Free Island Student Loan Program - The Government of Prince Edward Island's Provincial Student Loans will have a zero per cent interest rate, for loans issued after January 1, 2001 and held by the PEI Student Financial Assistance Corporation. This program came into effect on October 1, 2012.
- The provincial government announced November 19, 2012 an increase of 10 per cent for George Coles Bursary. The George Coles Bursary was introduced in 2008 to encourage students to attend post secondary education in Prince Edward Island, while ensuring Prince Edward Island offers competitive and appealing post secondary options. The George Coles Bursary is offered to first-time, first-year student residents of Prince Edward Island enrolled in full-time studies at University of PEI, Holland College, Collège Acadie Î.-P.-É., or the Maritime Christian College who do not have any previous post secondary education. Students are now eligible for up to $2,200, depending on the tuition level.
- For the school year 2013-14, we have in accordance to our federal responsibilities, initiated the Master Student Financial Assistance Agreement (MSFAA) and E-Cert for Full-Time Canada Student Loans where schools login into a URL portal and confirm studies and allocation of federal awards. In essence, we have gone to electronic loans for full-time federal loans. There has been a lot of planning and testing of these changes to minimize potential processing issues for PEI students. Additionally, we have had a lot of communication with schools, our students, and parents, respecting requirements to complete the MSFAA and to confirm students in our PEI Portal.

Goals of Continuing Education and Training
Improve access for continuing education learners
Improve support opportunities for continuing education learners
Increase the level of learning of the citizenry
Increase the skill level of the workforce relevant to PEI's economic development needs
Increase learner satisfaction with divisional programs and services
Increase learner satisfaction with continuing education's learning opportunities
Increase employee satisfaction
Increase the level of integration and cooperation within the continuing education system on PEI and among continuing education jurisdictions

Activities

Apprenticeship Training

- In June 2013, 172 certificates of qualification recipients in 29 trades were honored for their accomplishments.
- Certificates of Qualification, with Red Seal Endorsement, were issued to 126 tradespeople. There was also one provincial Certificate of Qualification issued in Farm Technician.
- 405 apprentices attended in-school technical training. This is an increase of 11 per cent from the previous year.
- 14 ASAP participants graduated with skill and time credits in their trade.
- 8 ASAP bursaries awarded in June 2013 for a total value of $8,000.
- PEI and the other Atlantic Provinces signed an eight million dollar partnership agreement to harmonize apprenticeship and training in ten trades in Atlantic Canada over the next four years.

Literacy Initiatives Secretariat/General Educational Development (GED)

- Introduction of Computer Based Testing (CBT) for GED Program at one Charlottetown test site at Workplace Learning PEI, to be followed by CBT at 4 Holland College sites in the fall 2014.
- Increased number of participants in the upgrading program at Scotchfort Reserve and new GED Program and Essential Skills was offered at Lennox Island.

Adult Basic Education/Academic Credits/General Educational Development (GED)

- The number of Islanders age 16-64 years without grade 12 is 20,100.
- Over 879 Islanders were enrolled in the Literacy/Adult Basic Education program where literacy programs, high school credits and GED Preparation courses are available free of charge.
- GED/grade 12 equivalency tests were written by 312 people, of whom 195 passed all five tests which include: Language Arts Reading, Social Studies, Science, Math and Language Arts Writing. All five tests must be passed to receive the PEI Grade 12 Equivalency certificate. 1.3 per cent of the 20,100 who do not have grade 12 (target group) Islanders wrote the GED Tests compared to only .2 per cent of the Canadian population who do not have grade 12 in the same age group.
- 23 adult learners received the PEI High School Graduation Certificate for Mature Students following completion of academic credits required for the certificate.
- Over 335 academic credits were earned in the upgrading program. The credits satisfy requirements for post secondary training.

Program for International Assessment of Adult Competencies

- The PIAAC surveys were administered in November 2012, and the results were released in October, 2013. Prince Edward Island had 949 people surveyed. PEI was the only Atlantic province that scored at the OECD average in all three domains surveyed, Literacy, Numeracy and Problem Solving in Technology Rich Environments.

Post-Secondary

- UPEI received an unrestricted operating grant of $30,269,600.
- Holland College received an unrestricted operating grant of $17,402,400.
- Collège Acadie received an operating grant of $824,900. Included in this amount is the Official Languages in Education (OLE) funding.
- The Premier's Task Force on Post Secondary Education continued its work with priority placed on the development of a brand for the Province focusing on an education destination brand. In

addition, the Task Force supported the continued work on recruitment of international students as well as a five year research project focused on Grade 12 high school graduates successfully transitioning to post secondary education.

- The Division provided lead support to the post secondary education component of the Council of Atlantic Premiers' mission to Brazil. All three publically funded post secondary institutions and Study Abroad Canada actively participated in the mission. The participants also spent time in Colombia exploring post secondary opportunities on route to Brazil.
- In March 2014, the Division of Post Secondary and Continuing Education participated in "Study Tour on Innovation Approached and Skills Training" in Germany and London.

Private Training Schools

- PEI added another two new schools to its component of Private Training Schools, including our first ever Helicopter Flight School called Advanced Heli-Flight. The second school, Maritime Yoga College, offers certified yoga instructor training to students from around the Maritimes.
- With the two new schools PEI now has 16 Private Training Schools on PEI, an all-time high.
- Over 500 students attend Private Training Schools in PEI

Student Financial Services

- The Provincial student loan portfolio as of (March 31, 2014) includes $13,371,278 in loans for 1,820 students who are not in repayment status and $13,203,748 in loans for 2,930 students who are in repayment status. For the period (March 31, 2013) $13,616,594 in loans for 1,984 students who are not in repayment status and $12,647,951 in loans 2,794 students who are in repayment status. Year-over-year 13/14 versus 12/13 change (+4 per cent) increases in loans in repayment (+4%) increase in student in repayment status. For students attending school, # of students on active loans decreased by (-8%) and a reduction of (-1 per cent) in provincial loan values.
- Virtually 100 per cent of Island students apply for full-time student loans online. The online application has been well received and has improved the processing time by Student Financial Services.
- 819 Islanders received George Coles first year Bursaries worth $1,801,800 for attending Island post-secondary institutions, 372 students at UPEI received the new George Coles Graduate Scholarship worth $709,800. Some 730 students attending UPEI received $375,600 in Island Student Awards and 707 students at Holland College and Collège Acadie Î.-P.-É. received $707,000 in Island Skills Awards.
- The Province issued $147,690 to 337 Island students who volunteered at community organizations through the Community Service Bursary.
- The Province provided debt reduction of $1,200,455 to Island students who had provincial student loans and have successfully completed their programs.

SkillsPEI

SkillsPEI, a division of the Department of Innovation and Advanced Learning is responsible for the design and delivery of labour market development programs which support the creation of a skilled, productive and adaptable workforce in Prince Edward Island.

Labour market development programming was funded by the Canada-Prince Edward Island Labour Market Development Agreement (LMDA), the Canada-Prince Edward Island Labour Market Agreement (LMA), the Canada-Prince Edward Island Targeted Initiative for Older Workers (TIOW), and provincial programs.

SkillsPEI has four offices throughout the province and two satellite locations: Charlottetown, Summerside, Montague, O'Leary, Souris and Wellington. The Province provided services to clients and organizations in both official languages.

Prince Edward Island continued to transform its economy through a commitment to build economic strength in every sector. In order to ensure prosperity, the province requires a skilled labor force which will create an economy in which job opportunities can grow. As a result, SkillsPEI placed an emphasis on skills and training programs to maximize opportunities for Island workers through various initiatives.

Youth have much to contribute to economic development. Therefore, it is essential that we make it a priority to retain our youth in order to build a highly skilled workforce. In 2013-14, SkillsPEI continued to support the development and enhancement of individual skill levels required for economic growth with an emphasis on youth employment through employment programming initiatives.

Labour market programming was also developed based on a range of economic activities across Prince Edward Island. An increased emphasis was placed on supporting small and medium enterprises to create opportunities and growth by assisting in meeting their future labour market needs.

In order to develop programs and services to address labour market challenges, SkillsPEI consulted with service providers, educators, clients and industry. In addition, joint tables were established with federal and provincial counterparts and included representation from the Aboriginal and Francophone communities. Through this collaborative effort Islanders were able to access programs and services to gain relevant educational and work experience to assist them to successfully transition into the labour market.

The combined investment of LMDA, LMA, TIOW and provincial program funds totaling over $30.3 M in 2013-14 were directed at building a well educated and highly skilled workforce to meet Prince Edward Island's labour market needs. Approximately 5,800 clients participated in various programs and services funded by SkillsPEI.

Federal – Provincial Agreements

Canada – Prince Edward Island Labour Market Development Agreement (LMDA)
In its fourth year of delivering LMDA programming, the Province continued to deliver programs to support the development and enhancement of individual skills levels while shifting its focus on supporting small and medium size businesses in driving economic growth.

The Province, through SkillsPEI, continued to make substantial investments in adult education, skills training and apprenticeship while continuing to partner with employers and organizations to provide job training through wage subsidies and work experience.

The Accelerate PEI initiative was introduced by the department to enhance economic performance in the Province. This initiative included an emphasis on workforce development to encourage small and medium size businesses to invest in the skill advancement of employees, improve productivity and introduce new technologies required in a knowledge economy. In 2013-14, labour market agreement resources were realigned to ensure businesses could access workforce development programs and services.

Building on the success from the 2012-13 fiscal year SkillsPEI continued to provide financial support to recent post secondary graduates and private sector employers interested in hiring and retaining graduates in full-time positions. The Labour Market Development Agreement funding, through wage subsidies, assisted post secondary graduates in gaining experience and employment in the private sector in positions related to their field of study.

As part of the annual planning process for the LMDA, SkillsPEI engaged in consultations with stakeholders to gather feedback on labour market challenges and to seek input on current and future programming. This process enabled the LMDA funding to be utilized to address labour market needs while continuing to support the economic development of the Province.

The investment of $ 26.1 M in LMDA funds for the 2013-14 fiscal year, enabled the Province to support key government priorities outlined in the economic and social plans of Prince Edward Island. The LMDA Annual Plan for 2013-14 was presented to the federal government and concurrence was received.

In 2013-14, approximately 4,950 clients were served through the LMDA on Prince Edward Island.

Canada – Prince Edward Island Labour Market Agreement (LMA)
The Canada Prince Edward Island Labour Market Agreement (LMA) continued to be an integral resource to support groups who have traditionally been unable to benefit from existing labour market initiatives, who face specific challenges and are underrepresented in the labour force.

In 2013-14, the LMA focused on the following priority groups and offered initiatives to support labour market attachment:
(a) Unemployed individuals who are non EI eligible including:

- Youth
- Immigrants
- Visible Minorities
- Older Workers

- Persons with Disabilities
- Aboriginals
- Social Assistance Recipients
- Women

(b) Employed individuals who are low skilled.

As a result of the consultation with key stakeholders in 2013-14 across the province, SkillsPEI recognized there were key requirements among priority groups which needed to be addressed. Priorities were identified and SkillsPEI developed the 2013-14 LMA Annual Plan. The plan was presented to the federal government and concurrence was received. Approximately $ 2.4 M was invested in programs and service to meet the needs of Islanders as determined by targeted groups and sectors. Approximately 650 individuals participated in programs and services funded under the LMA.

Survey results indicate that of the 90 per cent of LMA participants who were surveyed at three and twelve months after their participation felt better prepared for future employment. As well the majority of participants (over 90 per cent) were satisfied with the services they received.

The six year Labour Market Agreement (LMA) signed with the federal government in 2008 expired on March 31, 2014. During this six year period, an additional $12.5 M was injected into the province to support labour market development initiatives. In addition to the core funding of the LMA, Prince Edward Island received $5.8M in stimulus funding over the 2009-10 and 2010-11 fiscal years. Through the LMA, PEI has been able to address a gap in services for targeted individuals and employ the necessary supports to assist individuals in becoming active participants in the labour market.

Prince Edward Island received an offer from the federal government which included a shift in policy direction with the announcement of the Canada Job Grant. Prince Edward Island entered negotiations with the federal government and worked to ensure a renewed agreement would continue to support the increased labour force participation of underrepresented groups and enhance the skills of low-skilled workers. Prince Edward Island continued to work toward a new agreement that would benefit the province.

Canada – Prince Edward Island Targeted Initiative for Older Workers (TIOW)
The Targeted Initiative for Older Workers is a cost shared agreement between the federal and provincial governments. The program was introduced by the federal government in 2006 and commenced in Prince Edward Island in 2007. Through this initiative, the Government of Canada provided financial assistance to Prince Edward Island towards project costs.

The objective of this initiative was to support unemployed older workers in vulnerable communities through activities aimed at:

- Increasing employability
- Re-integration into employment

Projects supported participants who are defined as "older workers" (workers from 55 to 64 years of age).

The fiscal 2013-14 represented the final year of a 7 year agreement. Approximately $310K was invested to deliver 11 courses to approximately 90 participants throughout the province. Of participants contacted, 82 per cent indicated that they were successful in obtaining employment 3 to 6 months after the completion of the TIOW program.

After a three month extension, a renewed three year agreement was signed with the federal government.

Provincial Programs

The Province continued to support various labour market development programs to ensure the continued growth and development of a highly skilled workforce. The Province invested approximately $ 1.4M in programs and services which assisted approximately 130 clients in areas such as post secondary work experience, workplace training initiatives and wage subsidies leading to sustainable labor force attachment.

Federal – Provincial Initiatives

Labour Mobility

The Labour Mobility Act was passed by the PEI Legislature on May 12, 2010 in an effort to reduce and remove barriers to mobility for all licensed/certified occupations. SkillsPEI staff continued work to ensure compliancy with Chapter 7 of the Agreement on Internal Trade (AIT).
SkillsPEI staff also participated in the Labour Mobility Coordinators Group (LMCG) that were tasked with strengthening ties with the Canadian Council of Directors of Apprenticeship (CCDA) and in the process became more familiar with the roles and responsibilities for each of the organizations. The group focused on a joint initiative relating to solutions to labor mobility issues.

The LMCG were also tasked by the Forum of Labour Market Ministers (FLMM) to promote information to affected workers regarding Chapter 7of the AIT. An action plan was developed including reference to target trades related to private sector businesses.

Conclusions for Labour Mobility for 2013-14:
Through the effort of SkillsPEI staff and their participation with provinces and territories on issues relating to mobility:

- Labour Mobility continued to be seen as one of the pillars for both internal and external trade agreements.
- Provinces and territories continued to be supportive of the red seal within trade's occupations and its ability to be the vehicle for mobility and recognition of competence across Canada.
- Work commenced by the LMCG committee to meet with and engage key trade's stakeholders including unions, industry organizations, employers and non-designated trade organizations.

Foreign Qualifications Recognition (FQR)

The Government of Prince Edward Island recognized there was a need to meet the labor market demands of the Island's aging workforce. Immigration was identified as a potential source of skilled workers for vacancies within the province. The Department of Innovation and Advanced Learning created a two year provincial FQR project; "*Foreign Qualification Recognition: Developing Capacity in Prince Edward Island*" through a contribution agreement with HRSDC. The project was targeted at supporting PEI's Regulatory Authorities in enhancing their existing capacities to assess and recognize the

qualifications of internationally trained and educated applicants. Consultation sessions were held with key stakeholders and regulated occupations to foster a common understanding of the opportunities and challenges in PEI with respect to FQR. SkillsPEI staff worked toward generating creative solutions, sharing best practices and leveraging progress in one occupation to advance work in other occupations.

Preliminary work was completed on the development of a website, which included links to each of the Island's regulatory authorities/departments that license and certify workers.

The *"Foreign Qualification Recognition: Developing Capacity in Prince Edward Island"* project end date was July 2013, with a formal third party evaluation being completed in June of 2013. The results were shared with both the provincial and federal governments, highlighting great success of an enhanced FQR environment for Prince Edward Island. The SkillsPEI staff continued to participate on FQR working groups both at the provincial and national levels during this period.

SkillsPEI continued to work toward a new agreement which would be beneficial to the province.

Labour Market Programs and Services

SkillsPEI made investments in the following areas to promote a vibrant and sustainable workforce.

The following employer based programs aim to increase the participation of Islander's in the labour force by providing assistance to local private sector employers and/or organizations.

Employ PEI is an employment program which is designed to encourage private sector employers to hire eligible individuals and provide them with an on-the-job work experience to enhance their skills and employability. The temporary wage subsidy should lead to a permanent position with the employer. This program is available year round.

Graduate Mentorship Program is an employment program which is designed to encourage private sector employers in Prince Edward Island to hire and provide unemployed recent post-secondary graduates with a valuable work experience and mentorship opportunity in their field of study. SkillsPEI has one intake annually and contributes 70% wage support to the employer for 52 weeks.

Post-Secondary Program is a summer employment program designed to create jobs for post-secondary students by providing a financial incentive to Island employers who provide students with summer employment in their field of study.

The following program promotes and fosters collaboration among community organizations, various departments and levels of government and related stakeholders to assist individuals to gain a valuable work experience.

Work Experience PEI is a program designed to provide financial support to non-profit organizations for projects that provide eligible individuals with a valuable work experience to enhance their employability and potential for long-term employment.

The following programs are designed to assist individuals to obtain the skills necessary for long term sustainable employment.

Self-Employ PEI is an employment program which provides individuals with financial and entrepreneurial supports to assist unemployed Islanders launch a small business on Prince Edward Island.

Training PEI is an employment program which provides financial assistance to eligible individuals to help them develop the skills training they need to obtain long-term meaningful employment. Training PEI applies to five categories: Regular Post Secondary Training, Adult Education, Apprentice, Industry Specific and Feepayer.

The following program supports third party organizations to provide employment assistance services.

Employment Assistance Services is a service that is available to all unemployed Islanders to assist them to prepare for entry to or return to employment or obtain or keep employment or maintain skills for employment. Services may include employment counseling, career planning, personal and professional development, job search training, labour connections and provision of labour market information. Services provided under this measure will be accessible to all unemployed persons seeking employment related supports. Clients are case managed and develop a return to work action plan.

The following programs promote and support sector development.

Labour Market Partnership (LMP) is a program to fund projects that encourage and support employers, employees, and/or employer associations and communities in developing and implementing strategies for dealing with labour force adjustments and meeting human resource requirements.

Workforce Development Fund is an initiative that provides Island businesses with assistance to train their employees in the workplace in order to increase their skills. The fund includes three distinct modules.

- ***Workforce Learning*** supports projects that identify the skill requirements needed by business, the potential skill gaps that exist for employees and the development of program training materials.
- ***Workforce Exposure*** supports individual job training and work experiences that result in new skills and increased employability.
- ***Workforce Innovation*** supports projects associated with employee job specific skills training, so that a business may remain competitive.

The following are various initiatives undertaken in the 2013/2014 fiscal that promoted and encouraged mentorship, collaborative partnerships, career awareness and priority group development for underrepresented groups to obtain and maintain employment.

- ***Trade HERizons*** provided skills upgrading, career exploration and employability skills for work in the trades and technology careers for women in non-traditional occupations.
- ***Seniors Initiative*** was a community engagement initiative which involved private, public and social sectors working together to study, propose and prioritize solutions for productivity and wellness of older workers.
- ***Women's Project*** provided life and employability skills assistance to women who required assistance to make a successful transition into the labour force.

- **Early Childhood Development Initiative** assisted eligible employees working in the early childhood sector; obtain the mandatory certification required of their profession.
- **Co-op Experience** provided assistance for students to complete a work term in the private sector during their third and fourth year of study.
- **Aboriginal – Employment Initiative** provided life/essential skills, career knowledge, hands-on experience and transition to education and employment to Island Aboriginals who face multiple employment barriers.
- **Social Media Campaign** - the N3XT Network was designed to interact with Island youth providing career awareness tools and resources regarding career choices.

Divisional Highlights

Forum of Labour Market Ministers
Prince Edward Island assumed FLMM co-chair responsibility for a two year term commencing April 1, 2013. This responsibility includes co-chairing at the Senior Official, Deputy Minister and Ministerial tables as well as operation of the FLMM Secretariat.

The Forum of Labour Market Ministers (FLMM) was created in 1983 as a federal-provincial-territorial forum to address mutual areas of national and regional labour market interests. The forum is co-chaired by the Minister of Employment and Social Development and a lead provincial-territorial Minister responsible for labour market. The provincial-territorial lead responsibility rotates every two years across the country.

The FLMM Secretariat provides staffing and secretariat support required to advance the agenda of the FLMM as directed by FPT Ministers responsible for labour market.

Secretariat responsibilities include financial oversight of the FLMM, meeting/conference call planning and logistics, agenda management, along with management of the activities reflected in the workplans and assigned by FLMM Senior Officials (SO), Deputy Ministers (DM) and Ministers. The Secretariat facilitates intergovernmental cooperation amongst federal, provincial and territorial governments to address labour market priorities.

The forum is made up of five federal-provincial-territorial (FPT) working groups (Labour Mobility, Foreign Credential Recognition, Labour Market Information, Workforce Development and Effective Employment Services) and one provincial-territorial (PT) working group. FPT working groups are co-chaired by a volunteer provincial jurisdiction and a Government of Canada representative with representation from all jurisdictions.

The priority of the forum is to work cooperatively to ensure Canada has a skilled, adaptable, and inclusive workforce that supports the competitiveness of the Canadian economy. In 2013-14 the work focused on a number of strategic goals and initiatives to address the evolving labour market needs, including:

- full labour mobility for workers in regulated occupations(trades and professions)in Canada through the development of a consortia engagement plan, a common understanding of Chapter 7 implications and resolving interpretation issues, and enhanced outreach and coordination efforts

- improved recognition of foreign qualifications by working with stakeholders though deepened engagement with target occupations, consultation on third set of target occupations, implementation on performance measurement approach to record progress, and release of the public report to Canadians on the Pan-Canadian Framework for the Assessment and Recognition of foreign qualifications.
- consistent and relevant labour market information that informs labour market pressures and imbalances through four priorities to improve data sharing, fill key gaps on labour supply and demand and improve capacity to monitor labour market skills imbalance.
- effective employment programs, services and supports to ensure Canadians are able to fully participate in the labour market by examining international best practices, and exploring enhanced employment measures for all Canadians.
- identification of initiatives and options that encourage employers to increase training, apprenticeship, and learning opportunities by developing a report " A look at the job-related training in Canada" that was developed in 2013/14.

In addition to the strategic priorities and key initiatives, the expiring Labour Market Agreements were negotiated in 2013-14 and the Canada Job Fund Agreements were signed. As co-chair of the Forum, Prince Edward Island was actively involved in the 2013/14 negotiation and the subsequent signing of the Canada Job Fund a five year $500M annual agreement *($2M transfer to PEI annually).*

Self Employ PEI

In 2013-14, SkillsPEI implemented enhancements to the Self Employ PEI program based on recommendations provided through an internal program review completed in 2012. The program adjustments included the following;

- An increase financial support
- Improved administration processes
- Direct delivery to clients

The enhancements enabled the program delivery to be streamlined and be more complimentary to other available business support programs.

Performance Measurement

SkillsPEI continued to meet the accountability requirements outlined in their labour market agreements. Through the transfer of data to the federal government on an on-going basis, performance is measured in terms of:

- Number of clients served
- Number of claimants returned to work
- Savings to the E.I. Operating Account

In the fall of 2012, SkillsPEI commenced the preliminary development of an enhanced performance measurement plan that focused on paid interventions funded by the Labour Market Development Agreement. In the fiscal 2013-14 SkillsPEI began to implement system changes to determine the increase in employability gained from a client's training intervention and analyze the effectiveness of various programs.

Due to the complexity of the proposed changes to the operating system to accommodate the plan, new functionality and modifications were implemented in phases. As of the end of fiscal year 2013-14, a

database to track the interventions and logic to manage the interventions had been created. In addition, new screens had been created.

In April of 2014, the next scheduled deployment to the system will allow initial follow up to commence.

Value For Money Audit

In April 2013, the Auditor General published the results of its 2012 value for money audit of SkillsPEI. The findings included 21 recommendations related to program delivery of Training PEI, Employ PEI, Self Employ PEI and Employment Assistance Services. In order to respond to the findings, Skills PEI planned and took actions to address the recommendations through adjustments to program delivery and processes. As a result, SkillsPEI delivered training to staff to implement the revised processes to ensure the administration of files remained consistent Island wide. The final response was submitted to the Auditor General in February 2014.

Conclusion

The Province, through SkillsPEI, met all obligations identified in its Federal-Provincial agreements in the 2013-14 fiscal year through the preparation and submission of annual plans, accountability results relating to Employment Insurance clients and annual financial audited statements.

Departmental Staff Complement

On March 31, 2014, the Department had 70.75 Permanent full-time equivalent positions and approximately 18 employees were employed on a temporary/casual/contract basis. Following is a breakdown:

	2014
Departmental Management	15.00
Skills PEI	56.75
- Charlottetown	
- Montague	
- Summerside	
- O'Leary	
Post Secondary and Continuing Education	17.00
	88.75

Finance & Administration

Finance and Administration provides support services to the operating divisions of the department. Major areas of responsibility include:

- Budget preparation
- Expenditure monitoring and forecasting
- Purchasing
- Invoice and expense claim processing
- Staffing
- Classification
- Payroll and benefits
- Staff development
- Other employee-related programs
- Records management

Economic Trade, Policy and Strategy

The mandate of this division is to assist the department in policy and strategy development and to coordinate analysis and response on major economic policy issues as they affect the province. The division also provides support for selected interdepartmental initiatives that promote a more successful and competitive economy such as regulatory reform.

Functions

- Departmental business planning
- Develop and oversee the delivery of Project ART and its respective initiatives
- Economic analysis of the labour market and macro-economic trends
- Economic development strategies
- Prepare presentations and correspondence for the Minister
- Coordinate provincial analysis and response related to major economic issues
- Departmental Legislative Coordinator
- Briefing materials

Key Activities

- Researched and analyzed the changes to the Employment Insurance system and the potential impacts on Island claimants.
- Coordinated correspondence between the provincial Minister of Innovation and Advanced Learning and the federal ministers responsible for Employment Insurance and Temporary Foreign Worker programs, Human Resources and Skills Development Canada and Citizenship and Immigration Canada, respectively.
- Provided advice to the Minister and Deputy Minister on the economy and labour market.
- Represented the province on matters related to governance and regulatory reform at the federal/provincial/territorial level.
- Researched regulatory reform initiatives nationally and globally, and developed a plan to address red tape and regulatory reform for the Province - a government wide approach focused on business to government burden reduction that addresses PEI's economic and business competitive interests while building productive and collaborative relationships with the business community.
- Coordinated the Deputy Ministers' Project ART Steering Committee.
- Coordinated the legislative needs for the Department of Innovation and Advanced Learning.
- Represented the Province on the Service to Business federal/provincial/territorial committee.

Economic and Labour Research, and Trade Negotiations

The Economic and Labour Research, and Trade Negotiations division is responsible for negotiating and providing leadership, strategic direction and policy advice on Internal Trade and International Trade initiatives including representing the interests of the businesses and citizens of Prince Edward Island. The division is also responsible for the coordination of corporate research, labour market information and providing leadership and policy direction on various strategic and economic initiatives.

Functions

- Trade policy development for internal and international trade matters
- Negotiations, advocacy, and coordination of provincial interests for internal and international trade policy
- Coordination of labour market information initiatives
- Development of labour market research
- Develop labour force demand and supply products to inform decision-making
- Conduct research on labour market information best practices
- Support for Intergovernmental Affairs and other departments and agencies
- Representative on various Federal-Provincial-Territorial and Regional committees
- Trade-related analysis and recommendations
- Support for other economic initiatives of the Ministry
- Prepare presentations and correspondence for the Minister
- Briefing materials

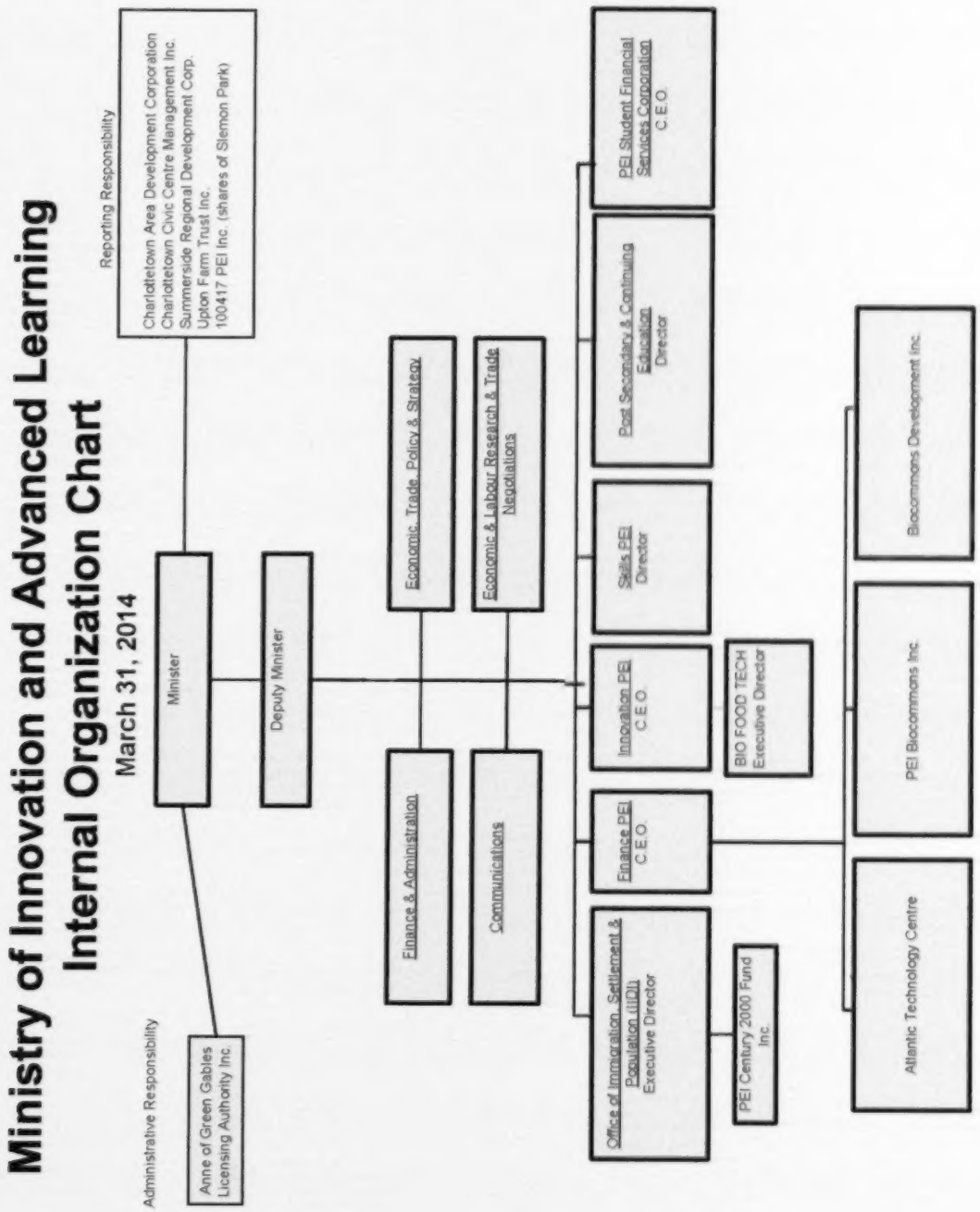
Key Activities

- Negotiated trade policy interests of the province towards the completion of the Canada-European Union Comprehensive Economic and Trade Agreement
- Negotiated trade policy interests of the province in other international trade agreements including Trans-Pacific Partnership, Canada-India, and Canada-Japan
- Negotiated and implemented amendments to the Agreement on Internal Trade pertaining to Person-to-Government Dispute Resolution provisions
- Represented interests of province and business stakeholders at internal trade negotiating table
- Conducted outreach and advocacy activities with provincial, business, and civil society groups for Canada-European Union trade agreement and other international agreements
- Developed and launched business survey of PEI companies to gain labour market and economic information for decision-making purposes
- Extensive consultations with businesses and sector councils to understand labour market needs and requirements
- Developed and recommended solutions to meet the labour market needs for the traditional and strategic sectors in Prince Edward Island
- Coordinated the labour market needs within Innovation and Advanced Learning and across government
- Represented provincial interests on Federal-Provincial-Territorial committees including internal and international trade, labour market information and international business development

- Represented provincial interests on Regional committees including Atlantic Workforce Partnership for labour market information, Atlantic Procurement Coordinating Committee, and others
- Supported and coordinated intergovernmental activities associated with diplomatic missions by Ambassadors to Prince Edward Island
- Provided advice and recommendations pertaining to telecom initiatives
- Developed trade and economic trends and analysis

APPENDIX A

INNOVATION AND ADVANCED LEARNING
DEPARTMENTAL ORGANIZATION CHART


Ministry of Innovation and Advanced Learning
Internal Organization Chart
March 31, 2014
Reporting Responsibility
Charlottetown Area Development Corporation
Charlottetown Civic Centre Management Inc.
Summerside Regional Development Corp.
Upton Farm Trust Inc.
100417 PEI Inc. (shares of Slemon Park)
Minister
Administrative Responsibility
Anne of Green Gables Licensing Authority Inc.
Deputy Minister
Finance & Administration
Communications
Economic, Trade, Policy & Strategy
Economic & Labour Research & Trade Negotiations
Innovation PEI C.E.O.
Finance PEI C.E.O.
Office of Immigration, Settlement & Population (IISP) Executive Director
PEI Century 2000 Fund Inc.
BIO FOOD TECH Executive Director
Skills PEI Director
Post Secondary & Continuing Education Director
PEI Student Financial Services Corporation C.E.O.
PEI Biocommons Inc.
Atlantic Technology Centre
Biocommons Development Inc.

APPENDIX B

LEGISLATIVE RESPONSIBILITIES

Acts/Statues

- Apprenticeship and Trades Qualification Act
- Area Industrial Commission Act
- Finance PEI Act
- Hairdressers Act
- Holland College Act
- Innovation PEI Act
- International Interests in Mobile Aircraft Equipment Act
- Island Investment Development Act
- Labour Mobility Act
- Maritime Economic Cooperation Act
- Maritime Provinces Higher Education Commission Act
- Private Training Schools Act
- Student Financial Assistance Act
- University Act

APPENDIX C

FINANCIAL INFORMATION

DEPARTMENT OF INNOVATION AND ADVANCED LEARNING

Expenditures by Division

	Actual Expenses 2013-14 $	Budget Estimate 2013-14 $
DEPARTMENTAL MANAGEMENT		
Administration		
Administration	35,504	29,900
Equipment	2,913	2,500
Materials, Supplies and Services	4,894	12,700
Salaries	1,046,569	1,029,900
Travel and Training	41,341	39,900
	1,131,221	**1,114,900**
ECONOMIC AND LABOUR RESEARCH AND POLICY		
Administration		
Administration	-	2,000
Equipment	-	2,000
Materials, Supplies and Services	-	1,200
Professional and Contract Services	66,304	80,000
Salaries	95,711	222,200
Travel and Training	33,141	26,200
	195,156	**333,600**
SKILLSPEI		
SkillsPEI		
Administration	411,589	442,000
Equipment	2,044	15,000
Materials, Supplies and Services	12,335	13,800
Professional and Contract Services	120,607	116,700
Salaries	2,928,927	3,409,900
Travel and Training	60,530	45,000
Grants		
Targeted Initiative for Older Workers	175,391	260,700
Labour Market Development Agreement	19,327,840	20,051,200
Forum of Labour Market Ministers	940,251	1,200,000
Foreign Qualifications Recognition	7,718	-
Labour Market Agreement	2,432,437	2,194,000
Labour Market Provincial Funds	1,365,898	1,346,200
	27,785,567	**29,094,500**

POST SECONDARY AND CONTINUING EDUCATION		
General		
Administration	19,295	15,600
Equipment	3,022	900
Materials, Supplies and Services	2,583	4,000
Professional and Contract Services	51,866	25,600
Salaries	565,858	651,800
Travel and Training	28,463	9,700
	671,087	707,600
Apprenticeship and Training		
Administration	1,882	1,900
Equipment	420	7,000
Materials, Supplies and Services	5,881	6,300
Professional and Contract Services	61,898	60,000
Salaries	289,846	318,500
Travel and Training	7,997	10,400
Grants		
Apprenticeship Training Allowance	3,100	3,500
	371,024	407,600
Post Secondary Grants		
Grants		
Education Bursaries	142,735	150,000
Collège Acadie Î.-P.-É.	824,900	824,900
Student Assistance	6,952,144	8,193,000
Maritime Provinces Higher Education Commission	69,116,810	66,660,800
Atlantic Regional Vet College	8,496,440	8,751,400
Community Schools	42,800	43,100
Labour Market Development	6,756,160	6,280,800
Adult Basic Education	103,500	175,000
	92,435,489	91,079,000
Total Training and Post Secondary Education	**93,477,600**	**92,194,200**
TOTAL EXPENDITURES INNOVATION AND ADVANCED LEARNING	**122,589,544**	**122,737,200**
TOTAL REVENUE	**33,803,201**	**33,684,600**
NET EXPENDITURE	**88,786,343**	**89,052,600**